

Post on Bulletin Board

Technician Job Vacancy Announcement

Human Resources Office
South Dakota National Guard
2823 West Main Street
Rapid City, South Dakota 57702-8170

Technician Vacancy Job Announcement Number: **89-13**

Position Title and Number:

Info Technology Spec (SYSADMIN) D1618000

Series, Grade:

GS-2210-09/11

Type Appointment:

Excepted: Warrant Officer/Enlisted

Location of Position:

SDCIO, Rapid City, SD

Salary Range:

\$47,448 to \$74,628 Per Annum

Open: **9 May 2013**

Close: 5 June 2013

Area of Consideration

1. All Tenure 1 (as defined in block 24 on the SF 50) Technicians of the South Dakota Army National Guard. Applicants must presently be a Dual Status employee or a Non Dual Status employee eligible for Dual status.
2. All members of the South Dakota Army National Guard.

This is a Temporary Appointment to assist with organizational backlog. Since all competition will be completed through this process, management reserves the right to convert this appointment to a permanent position without further competition. If an On-Board Technician is selected for this position they will receive one of the following Personnel Actions: Temporary Promotion, Temporary Reassignment, Position Change, or a Change to Lower Grade. The initial action will have a Not-To-Exceed Date of 365 days or less. The On-Board Technician selected will maintain their Permanent status. Upon termination of this temporary appointment, the selected individual will be returned to their permanent position or be permanently assigned to this position.

DURATION FOR THIS INITIAL APPOINTMENT WILL NOT EXCEED 02 June 2014.

NOTE: This Temporary Appointment does not have PCS funds authorized.

Instructions to Applicants

1. Applicants must submit the following mandatory documents electronically. Signatures on electronic applications are not required:
 - a. Optional Form (OF) 612, "Optional Application for Federal Employment" or a resume.
Resume - must include, as a minimum, all the information requested on the OF 612.
(Only the last four of SSN is required on OF 612, Block 5).
 - b. SDNG Form 335-1-R, "Statement of Military History".
 - c. Security Clearance
2. Additional supporting documents may include:
 - a. Knowledge, Skills and Abilities (KSAs) - Applicants are strongly encouraged to submit a separate sheet(s) addressing the KSAs and how they relate to work experience, education or training.
 - b. Transcripts, to receive credit for education you must submit transcripts to verify the courses completed.
3. Applicants are responsible to ensure the application is current and contains sufficient information to qualify them for the position. This announcement and applicable forms (OF 612 and SDNG 335-1-R) may be accessed on the SDNG Internet web site at <http://sdguard.ngb.army.mil/pages/Careers.aspx> under "Careers".
4. Email all forms and supporting documentation (KSAs, transcripts, etc) to ng.sd.sdarng.list.jobs@mail.mil. The email must be sent no later than the Closing Date on the Announcement. Late applications will be considered ineligible.

Equal Employment Opportunity

The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, disqualifying physical handicap, or age, and shall be based solely on job-related criteria.

Minimum Requirements for Consideration

General: Experience, education or training that has provided a basic knowledge of data processing functions and general management principles that enabled the applicant to understand the stages required to automate a work process. Experience may have been gained in work such as computer operator or assistant, computer sales representative, program analyst, or other positions that require the use or adaptation of computer programs and systems.

Specialized: 24 months of experience for GS-09, 36 months of experience for GS-11 which provided the knowledge, skills and abilities (KSAs) as listed below. Such experience is gained in a line of work similar or closely related to the work of the position to be filled. A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position (i.e., business administration, logistics management, information technology, etc):

GS-09

- Possess the ability to communicate effectively with customers in writing and speaking as it relates to IT problem diagnosis, resolution and idea sharing amongst colleagues.
- Basic knowledge of network configuration techniques, computer equipment and assigned system software to determine source of failures.
- Ability to research and evaluate problems and provide feedback on problematic trends and maintain documentation.
- Advanced knowledge of computer systems running Windows 7 and Vista operating systems and Microsoft Office applications.
- Knowledge and understanding of Information Assurance and IT Security standards.

GS-11 (in addition to GS-09)

- Knowledge of customer service and support principles and methods sufficient to manage IT customer support operations.
- Knowledge of how the hardware, software and network infrastructure relate to provide support to multiple IT systems; possess an understanding of IT infrastructure sufficient to analyze problems reported in order to distinguish between hardware, software, network and user-related problems.
- Knowledge of multiple operating systems, customer applications, IT support application and protocols utilized in IT customer support organizations and the ability to remotely diagnose, adjust, modify, or repair IT systems throughout the state or make arrangements for replacement.

Statement of Differences

Applicant selected will be appointed at GS-09 or GS-11 depending on his or her education, training and experience as noted above. If the individual is appointed at the GS-09 level, the supervisor and the employee will initiate a training agreement. When the required training has been successfully completed, the employee may be promoted to GS-11 without further competition.

Compatibility Requirements

Selected individual must be assigned to a compatible military position in the following MOS/AOC within ninety (90) days of effective date of hire: Warrant Officer: 255A, 255N, 255S; Enlisted: 25B, 25U, or 25Z. Military grade inversion within the full-time work force is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of personnel supervised.

Experience Evaluation

All applicants who meet the minimum requirements for consideration will be further rated and ranked on their experience related to the knowledge, skills and abilities (KSAs) stated in minimum requirements for consideration above. These KSAs are those considered essential for successful performance in the position. The application and Official Personnel Files, when applicable, will be used to gather job-related background data to be used in the KSA evaluation process. Should you desire to address any or all KSAs, describe in writing the extent and nature of your experience and attach this material to your application.

Evaluation Methods

Each applicant considered to possess the minimum qualification requirements will be further evaluated in accordance with the procedures outlined in SDNG Technician Pamphlet 335-T.

Appointment

The Adjutant General retains exclusive appointment authority of Technicians. No commitment will be made to any nominee prior to a review of his/her qualifications by that office. The issuance of this Job Vacancy Announcement does not constitute a commitment to fill the position.

Summary of Duties

This position is located in an information management organization. The purpose of the position is to serve as a systems administrator on one or more of the systems maintained/administered throughout the state. The systems administered involve multiple computers that use multiple operating systems. The incumbent is responsible for installing and testing the system security configuration and monitoring, operating, troubleshooting and maintaining server hardware and software.

Miscellaneous

1. A complete description of duties and responsibilities can be found in the Position Description available at the Human Resources Office at Camp Rapid or at the position assignment location.
2. The National Guard Technician Act of 1968 specifically excludes use of veteran's preference for appointments made under Title 32 U.S.C. Since this appointment is made under 32 U.S.C, veteran's preference is not applicable.
3. If you have questions or need additional information about this announcement, contact the Personnel Staffing Specialist, (605) 737-6659/DSN 747-6659, at the Human Resources Office in Rapid City.
4. Appointment to a Technician position may adversely affect various types of military Incentives. See your unit Personnel Office for complete information.

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